

## **WELLESLEY FREE LIBRARY ISSUANCE OF LIBRARY CARDS**

The Trustees of the Wellesley Free Library promote the use of the Wellesley Free Library card as a gateway to the collections and resources of this library and the larger network of libraries in the Minuteman Library Network. Issuance of a Wellesley Free Library card provides patrons with access to all materials and resources of the library.

Cards may be issued to any citizen of Massachusetts who can present proof of a valid address. Out of state students at institutions of higher learning and out of state residents who work or own property in Massachusetts may also obtain cards.

Trustees recommend that children be at least five years of age or be able to print their name to receive a card. However, the policy of the Wellesley Free Library is that no child shall be denied a card upon request from a parent or legal guardian.

A parent or legal guardian must sign the application card for their child and assume responsibility for lost or damaged materials. Residents, age 16 and older, may sign for their own library card.

A library card in good standing must be presented to withdraw materials. If the patron's library card is not accessible, an adult may present a driver's license or other photo identification with the same address for verification of library card. Other types of identification must be approved by the department supervisor. Students may present student photo identification and must provide their address and telephone number.

Children who do not carry identification must verbally provide their name, address and telephone number; in this instance they may check out up to 5 items.

*APPROVED 8/09/04*